

Adoption Assistance Benefit

Established by Workato | Administered by Navia



Navia Benefit Solutions is proud to be the administrator of your Adoption Assistance Benefit. This reimbursement plan has been established by Workato to reimburse you and your family for adoption related expenses.

Benefit Summary

Effective Date: January 1, 2026 – December 31, 2026

Eligible Expenses: The Adoption Assistance Benefit will reimburse adoption related expenses as indicated below. You may submit claims for eligible expenses that incurred during the plan year.

- Domestic adoptions for any year
- Foreign adoptions only if finalized in that year
- Attorney or court fees
- Travel expenses (including meals and lodging) while away from home
- Other expenses that are directly related to and for the principal purpose of the legal adoption of an eligible child

Benefit: The Adoption Assistance Benefit provides a lifetime benefit amount of \$10,000 per individual/family for adoption related expenses.

How it Works: Once you've incurred an eligible expense, you may submit a claim to Navia for reimbursement. Documentation of all fees, costs and other expenses incurred in connection with the adoption of an eligible child must be submitted. Documentation could include, but is not limited to: receipts, canceled checks, credit card statements, and/or paid stamped invoices confirming payment. For the adoption of an eligible child who is not a US citizen or resident, documentation provided must include: 1) a final decree of adoption by a competent authority of the foreign-sending country establishing a parent-child relationship under the laws of the foreign-sending country, as well as 2) evidence that the child has been issued the appropriate visa from the State Department of the United States. For the adoption of an eligible child who is a US citizen or resident, documentation provided must include: 1) a final decree of adoption or documentation of the termination of the adoption proceedings. Reimbursement requests must be submitted within six (6) months of the date of the documentation of the adoption's finalization (foreign and domestic adoptions) or formal termination (domestic adoptions only). Documentation of all expenses must be submitted at the time you submit the reimbursement request; additional expenses submitted afterwards will not be reimbursed.

Claim Submission

- 1) Complete a claim form, itemize your expenses and list the total amount you are claiming.
- 2) Attach supporting documentation.
- 3) Submit the claim form and supporting documentation to Navia. You may submit claims via email, fax or mail. Please use only one method per submission. Allow 2 full business days for your claim to be reviewed and processed once it has been received.
- 4) Reimbursements are processed weekly on Tuesday. Reimbursements will be directly deposited into your bank account or a check mailed to your home. Direct deposits may take 1-2 days to post to your bank account.
- 5) If your employment is terminated, or you lose coverage, you will have 90 days after your date of termination to submit claims for expenses incurred prior to your benefit termination date.